

**JOB TITLE: PART-TIME EXECUTIVE ASSISTANT**

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**BRIEF JOB DESCRIPTION:** Performs a full range of complex executive secretarial, human resource and administrative duties in support of the Town Administrator and Board of Selectmen involving all facets of office management and supply procurement.

**SUPERVISION:** Immediate supervisor shall be the Town Administrator who shall outline general policy, assign duties, and review work for conformance with required standards. Otherwise, the Executive Assistant is expected to perform his/her duties on their own initiative exercising a high degree of judgment and tact.

**SUPERVISION EXERCISED:** He/She shall have the responsibility of managing the Office of the Town Administrator including the responsibility for managing Public Assistance requests. Will also be delegated responsibility for various programs and projects and will be expected to act as a liaison for the Town Administrator and/or Board of Selectmen to other staff and departments within the Town or outside agencies. Within the scope of such projects, this position will exercise supervision over subordinate employees when designated by the Town Administrator and/or the Board of Selectmen.

**EMPLOYMENT STATUS:** Part-time (20 hours per week) hourly position within the following operational schedule: 8:30 am to 4:30 pm, Monday through Friday. Flex-time scheduling with compensatory time off possible depending on departmental need and scheduling

**DUTIES AND RESPONSIBILITIES:** The performance of the following tasks/functions is required in meeting the expectations for the position as described:

1. Receives correspondence addressed to the Town Administrator and Board of Selectmen, screening communications (written/verbal) requiring Administrator's or Selectmen's personal attention, takes and transcribes dictation for reply's, composes routine correspondence and/or refers all other correspondence to appropriate other offices for disposition.
2. Receives and screens visitors to office and incoming phone calls. Answers inquiries from employees, outside agencies, the media, and the general public relative to policies, procedures, and programs of the Town.
3. Works closely with the public receiving inquiries and complaints, which he/she shall direct to the appropriate department for appropriate attention. Will follow up on the resolution of routine complaints and will keep the Administrator informed as to problems that are unresolved by departments or require the Administrator's personal attention.
4. Maintains a calendar of events and appointments for the Administrator and Board of Selectmen and shall keep them apprised of same on daily basis. Devises and maintains a systematic procedure designed to follow up on incomplete projects or correspondence.

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5. Interact with the public seeking general assistance from the Town by distributing applications, meeting with applicants, screening application materials, and making a recommendation to the Town Administrator for disposition of the case file in conformity with state and federal law.
6. Organizes and maintains complex filing systems, including confidential and medical materials in a neat and professional manner, enabling easy reference by authorized staff while maintaining appropriate confidentiality.
7. Maintains reference files for correspondence, memoranda, specifications, bids, RFP's, contracts and a variety of other materials; indexes and summarizes nature of files for quick reference.
8. Takes and transcribes minutes, dictation, types from drafts and composes reports, memos, specifications, contracts, and correspondence; assures accuracy of outgoing materials, correcting grammar, style, and format of materials as necessary.
9. Composes and posts the agenda for all Selectmen's Meetings; prepares and posts minutes of meetings in a timely manner as required by law.
10. Copies and distributes materials for the Town Administrator and/or Board of Selectmen.
11. Assist with the operation of other departments within the organization on an intermittent basis, filling in for other staff members in times of emergency or unexpected absences.
12. Assist the Board of Selectmen and Town Administrator with the design and preparation of the Annual Town Report.
13. Assists in planning and organizing special functions and events, including holiday, retirement, and going-away parties; orders gifts as appropriate.
14. Receives and responds to media requests for factual information or other data; refers commentary to Town Administrator and Board of Selectmen (requires working knowledge of Right to Know laws).
15. Attends as a condition of employment, all regular and special meetings of the Board of Selectmen, evenings or otherwise, and will be responsible for the resulting minutes in accordance with the law.
16. Shall remain alert to new and more efficient methods of operation and shall communicate same to the Town Administrator.
17. Shall maintain inventory and handle purchasing of office supplies for the Town Administrator's office including maintenance supplies for the town Offices.
18. Handles correspondence, agendas, minutes of various short-term committees as needed.

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19. Maintains on an ongoing basis an up-to-date file for and a clear record of the various insurance policies established by the Town; adds and deletes coverage as requested and/or necessary. Manages Certificates of Insurance both issued by and to the Town.
20. Shall organize and maintain the Offices of the Town Administrator and Selectmen in a neat, efficient, and professional condition at all times.
21. Other related duties consistent with this office as may be assigned from time to time.

**PHYSICAL REQUIREMENTS:** The position requires a person to lift and carry objects up to 25 pounds; full range of movement for reaching; dexterity associated with typing, computer use, use of a calculator, and other common office equipment in a standard office environment. Cognitive and sensory ability to effectively communicate with the general public.

**SPECIFIC TRAINING, SKILLS, AND/OR ABILITIES:** A person in this position will possess the following:

- Minimum of a High School diploma/G.E.D. with a course of study in office practices and/or business. An Associates Degree in a closely related field highly desirable.
- Three to five years of formal experience in general office practices with a working knowledge of municipal government.
- Operational knowledge of computers in a Windows environment with a proficiency in MS Works/Word, WordPerfect, or similar word processing/spreadsheet application. Keyboarding/typing at a minimum of 60 wpm desirable.
- Able to type, file, add, subtract, etc. keep records and reconcile accounts.
- Ability to easily perform detailed work, possibly requiring basic mathematical computations, in a rapid and accurate manner.
- Ability to handle difficult people and resolve problems
- Ability to handle multiple priorities and to meet deadlines.
- Ability to transcribe recorded dictation and create appropriate minutes.
- Ability to attend to many items simultaneously and/or in sequence.
- Ability to establish a working knowledge of pertinent statutes, rules, regulations, ordinances, policies, and procedures and to maintain a current and accurate knowledge of same, which are subject to change.
- Ability to communicate with the public and co-workers in maintaining a harmonious and cooperative working environment.

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- Experience or a demonstrated knowledge of working with boards, commissions, and/or committees.
- Willingness to learn, to work cooperatively in a supervised and unsupervised environment, and to take direction, both oral and written, essential. Ability to observe, identify, and communicate suggestions and/or options with initiative required.

**STARTING WAGE RATE:** Beginning at \$18.00 per hour depending on qualifications and/or experience.